

## Listening Checklist

Name \_\_\_\_\_

Place a check mark beside the listening skills you exhibited when you listened to the guest speakers.

\_\_\_\_ I prepared questions in advance.

\_\_\_\_ I listened with a purpose.

\_\_\_\_ I focused on what the speaker said.

\_\_\_\_ I tried to make eye contact and keep appropriate facial expressions.

\_\_\_\_ I gave the speaker my quiet attention.

\_\_\_\_ I listened actively and critically for meaning.

\_\_\_\_ I listened with an open mind.

\_\_\_\_ I distinguished between facts and opinions.

\_\_\_\_ I visualized the content of the presentations.

\_\_\_\_ I noted how the guest spoke as well as what s/he said.

\_\_\_\_ I listened to the tone of the speaker.

\_\_\_\_ I took accurate notes about the content of the presentation.

\_\_\_\_ I reflected on what the content meant to me.

\_\_\_\_ I listened for signal words.

\_\_\_\_ I asked relevant questions.